

Submitting Bills via Web Batch



Overview

This webinar provides instructions on how to submit bills using a Web Batch in the Workers' Compensation Medical Bill Process (WCMBP) Portal.

- ❖ **Benefits of Online Submission**
- ❖ **Logging In**
- ❖ **The Provider Portal**
- ❖ **Uploading HIPAA Files**
- ❖ **More Information**
- ❖ **Other Resources**
- ❖ **OWCP Portal Tour**
- ❖ **Questions**



Why Use Online Billing?

owcpmed.dol.gov > Provider >
Provider Training & Tutorials >
Reference Guides > Online Billing

The screenshot displays the 'Medical Bill Processing Portal' for the Office of Workers' Compensation Programs. The navigation menu includes 'Home', 'Provider', 'Login', 'Resources', 'Pharmacy/LMN', 'News', and 'Contact Us'. The 'Provider' menu is expanded, showing 'Home', 'Provider Home', and 'Training & Tutorials'. The main content area is titled 'Provider Training & Tutorials' and contains a section for 'Training & Tutorials for Provider'. Below this, there are two columns of links. The 'Reference Guides' column includes 'EDI Companion Guides' (837 and 835), 'Quick Reference Guides' (Provider Registration for Online Access, Interactive Voice Response System (IVRS), and Online Billing), and 'Webinar Presentations'. An orange arrow points to the 'Online Billing' link.

Benefits of Online Billing



Medical Providers: First Steps to Online Billing
Quick Reference Guide

Benefits of Online Billing

- Cost Savings**
 - No expenses with paper, printing, storage, filing, postage, etc.
- Speed and Accuracy**
 - Exchange transaction in minutes, not days
 - Eliminate lost mail, illegible handwriting, and ink blemishes
 - Online field validation feedback
- Efficiency**
 - Automating the exchange of data
 - Confirmation of receipt
- Improved speed of payment processing**



Medical Providers: First Steps to Online Billing
Quick Reference Guide

Benefits of Online Billing

- Cost Savings**
 - No expenses with paper, printing, storage, filing, postage, etc.
- Speed and Accuracy**
 - Exchange transaction in minutes, not days
 - Eliminate lost mail, illegible handwriting, and ink blemishes
 - Online field validation feedback
- Efficiency**
 - Automating the exchange of data
 - Confirmation of receipt
- Improved speed of payment processing**

Ways to Submit Bills Online

Within the Provider Portal, you can perform a number of tasks, including bill submission. There are multiple ways to submit bills via the Provider Portal: direct data entry and uploading PDF documents, as well as electronically through a secured FTP client.

Direct Billing Entry

1. Login to the Provider Portal.
2. Select **Submit Bills Online** Superlink to enter bills directly in the system from the provider portal.
3. Select the appropriate bill type.
4. Complete the required fields of the bill and submit.

For Billing via Uploads

1. Login to the Provider Portal.
2. Select **Submit HIPAA Batch Files/Uploads** Superlink to submit PDF bills via the system.
3. Select the "upload" button.
4. Choose the file to upload.

For Billing via FTP

1. Login to the Provider Portal.
2. Select the **FTP** Superlink to access the FTP user details screen.
3. Click on the "Create FTP User" button to create an FTP user.
4. Verify a message that follows the password policy.
5. Confirm the password.
6. Select the "OK" button.
7. Note the User Login ID shown on the screen as you will need this along with a password in order to log into the FTP system located at the ftp.cnsi.com site.

Notes: This requires the use of an FTP client (e.g., WinSCP, etc.) and is not supported for bills that are not PDF files using the method described above. Supporting documents can be attached using this method.

Navigation Menu: Bill Inquiry, More Payment, Bill Adjustment/View, On-line Bills Entry, Account General/Invoice List, Remove Account Bill, Manage Transactions, Create Bills from Saved Transactions, Eligibility Inquiry, Authorizations, On-line Authorization Submission, Provider, Manage Provider Information, HIPAA, Submit HIPAA Batch Transactions, Review HIPAA Batch Rejections, FTP User Details.

Web Batch or SFTP

WEB BATCH	VS	SFTP
Cannot upload supporting documents		Can upload supporting documents
File Size Limit is up to 50 MB		No File Size Limit
No account set up process		One-time account set up process
For both Providers and Billing Agents/Clearinghouses		

OWCP Connect ID = Email Address

Remember that your OWCP Connect ID is the email address you used to register with OWCP connect



United States Department of Labor
Office of Workers' Compensation
Programs



[Login](#) | [Account Registration](#) | [Reset Password](#) | [Change Email](#) | [Help](#) | [FAQ](#)

OWCP Connect

About OWCP Connect

OWCP Connect allows users to prove their identity and create an account for communication with OWCP's various self-service applications. It is a centralized identity-proofing system used to create credentials for a user, and then to authenticate the credentials for login.

Identity proofing is accomplished by validating the user's information entered in the Account Registration process against secure Credit Bureau data. Once the user's identity has been verified, their account can be created.

At this time OWCP Connect is only being used to authenticate new users to EEOA's Claimant Query

Account Registration

If this is your first time using OWCP Connect, click [here](#) and begin the process to create a new account.

WARNING....WARNING....WARNING....WARNING....V

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are

Login

Welcome to OWCP Connect
Please enter your EMAIL ADDRESS to start.

Email
Address

LOGIN

RESET PASSWORD

If you have forgotten password, click [here](#) and you will be guided through

Select the Provider ID

You may have access to more than one provider

Choose the one you are submitting bills for

Welcome to the WCMBP Provider Portal

eCAMSTM
HCE 
Powered by  CNSI

Select a Provider ID Number to continue to the Provider Portal:

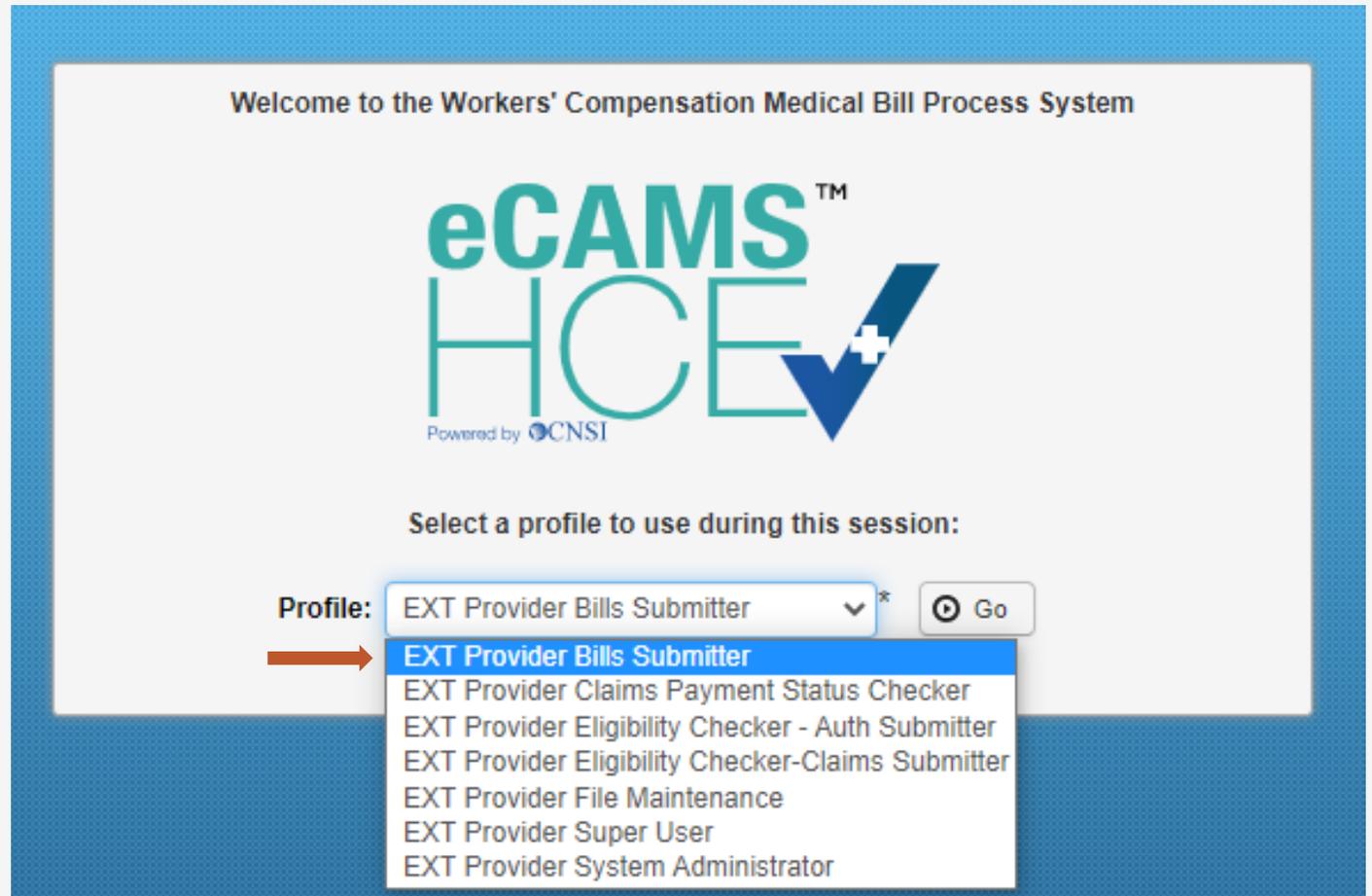
Available Provider IDs: *

- 700116000
- 020211301
- 103151400**
- 700033500
- 700116000

Select Profile – Bill Processing

The following profiles allow access to the Submit HIPAA Batch Transaction function:

- **EXT Provider Bills Submitter**
- **EXT Provider Eligibility Checker – Claims Submitter**
- **EXT Provider Super User**



Welcome to the Workers' Compensation Medical Bill Process System

eCAMS™
HCE ✓
Powered by CNSI

Select a profile to use during this session:

Profile: *

- EXT Provider Bills Submitter
- EXT Provider Claims Payment Status Checker
- EXT Provider Eligibility Checker - Auth Submitter
- EXT Provider Eligibility Checker-Claims Submitter
- EXT Provider File Maintenance
- EXT Provider Super User
- EXT Provider System Administrator

Submit a Web Batch

**Submit HIPAA
Batch Transaction**



Provider Portal

Online Services

ManageAlerts

Bills ▼

- Bill Inquiry
- View Payment
- Bill Adjustment/Void
- On-line Bills Entry
- Resubmit Denied/Voided Bill
- Retrieve Saved Bills
- Manage Templates
- Create Bills from Saved Templates

Claimant ▼

- Eligibility Inquiry

Authorization ▼

- On-line Authorization Submission

Provider ▼

- Maintain Provider Information

HIPAA ▼

- Submit HIPAA Batch Transaction**
- Retrieve HIPAA Batch Responses
- SFTP User Details

Admin ▼

- Maintain Users

My Interactions ▼

- Correspondences

My Reminders

Filter By : - Read Status

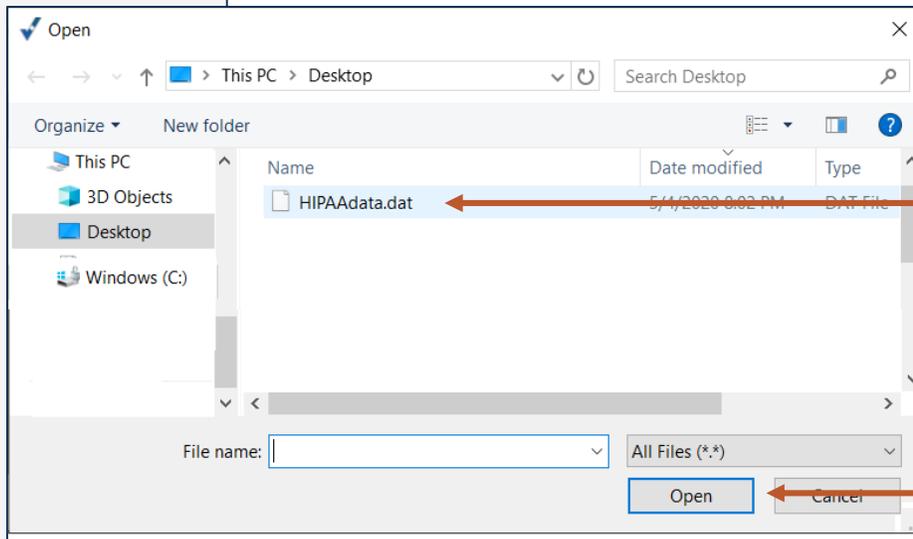
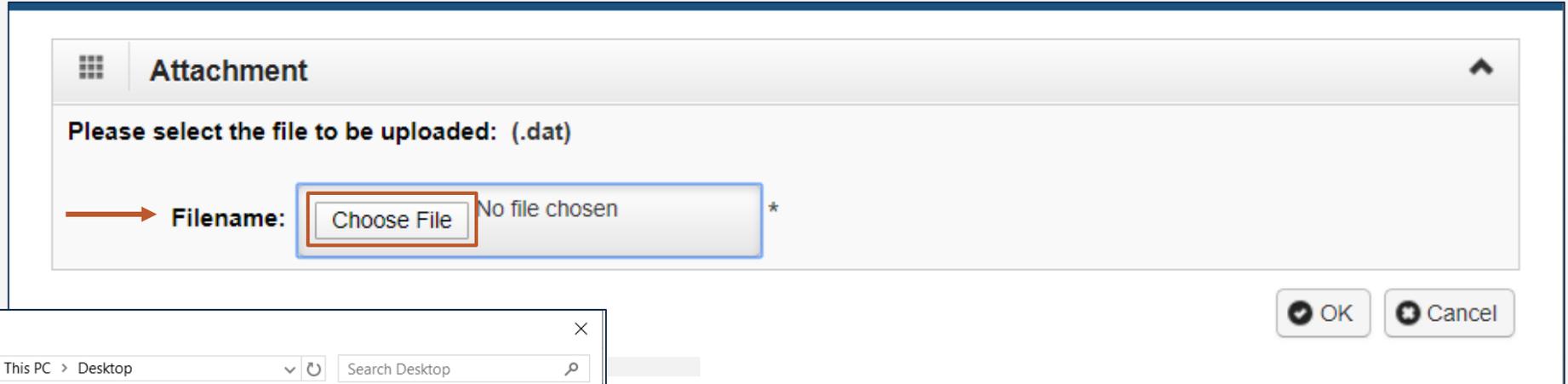
<input type="checkbox"/>	Alert Type ▲▼	Alert Message ▲▼
No Records Found !		

Your Recent Online Activities

- You have logged in with angelr.roberts05 Account with IP Address 207.138.47.62
- Previous Site Visit: 04/15/2020 08:35:27 PM
- Last login failed attempt.

Select a File to Upload

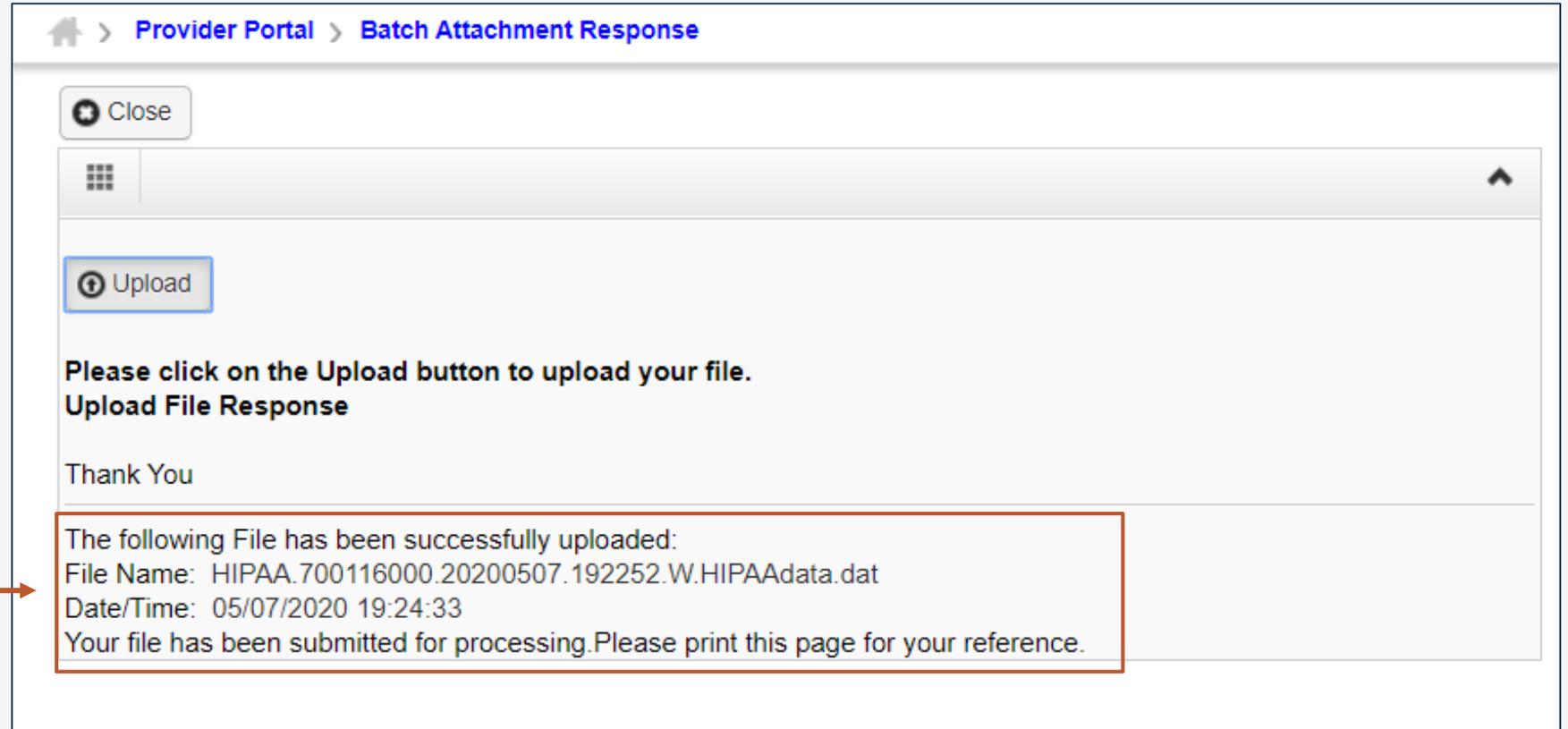
Click **Choose File**



Select the file to Upload and click **Open**

Upload Acknowledgement

Each batch is acknowledged after uploading completes



The screenshot shows a web interface for a 'Provider Portal' with a 'Batch Attachment Response' page. At the top, there is a breadcrumb trail: 'Provider Portal > Batch Attachment Response'. Below this, there is a 'Close' button and a grid icon. A prominent 'Upload' button is visible. The main content area contains the following text: 'Please click on the Upload button to upload your file.', 'Upload File Response', and 'Thank You'. A red-bordered box highlights the following text: 'The following File has been successfully uploaded:', 'File Name: HIPAA.700116000.20200507.192252.W.HIPAAdata.dat', 'Date/Time: 05/07/2020 19:24:33', and 'Your file has been submitted for processing.Please print this page for your reference.' An orange arrow points from the text on the left to the start of the highlighted box.

More Information

owcpmed.dol.gov >
Contact Us > EDI Helpdesk

Office of Workers' Compensation Programs
Medical Bill Processing Portal

Home Provider Login Resources Pharmacy/LMN News **Contact Us**

Home / Contact Us

How to Contact Us

Contact Information

- Call Us (Interactive Voice Response)
- General Correspondence
- Provider Enrollment
- Bill Submissions via Mail
- Authorization Fax Numbers
- EDI Helpdesk**
- Pharmacy/LMN

For technical issues related to EDI submission, please contact the EDI Helpdesk at 1-800-987-6717. The hours of operation are 8:00 a.m. – 8:00 p.m. (Eastern Time)

Other Resources

Medical Bill Processing Portal

- Interactive Tour -

- FAQs
- Tutorials
- Webinars
- Webinar Presentation Downloads
- Bill Submission
- Reference Guides
- Contact Information

Office of Workers' Compensation Programs
Medical Bill Processing Portal

Search

Home Provider Login Resources Pharmacy/LMN News Contact Us

Providers
For fast, easy payment of workers' compensation bills
[Get Started](#)
[Webinars and Tutorials](#)

Need medical treatment?
Find a provider near you
[How to Search](#)
[Find a Provider](#)

ATTENTION: Moving Toward a Fully-Electronic Medical Bill Processing System

COVID-19 Update

Due to the COVID-19 pandemic and the desire to follow social distancing, OWCP is taking steps to move toward a fully-electronic medical bill processing system. Currently, we continue to accept paper documents but providers who continue to submit paper documents may experience processing delays.

Currently-enrolled medical providers can now register for web portal accounts that enable electronic submission and the ability to modify provider profile, view status of authorization requests, and bill processing/payment.

- To register for web portal accounts, please reference the Welcome Letter and the Registration Letter mailed to you from CNSI on April 17, 2020. Use the Temporary ID and Temporary Key provided to [login in to your account](#).

Thank you!

CNSI looks forward to being the new medical bill processing agent for the OWCP programs and working with each of you!

Email: CNSIOWCPOutreach@cns-inc.com

Call Center:

Division of Federal Employees' Compensation
(DFEC) 1-844-493-1966

Division of Energy Employees
Occupational Illness Compensation
(DEEOIC) 1-866-272-2682

Division of Coal Mine Workers' Compensation
(DCMWC) 1-800-638-7072